



Instructions for Accessing Your Electronic Salary Statement



The Employee Self-Service (ESS) feature of the Kentucky Human Resource Information System (KHRIS) offers a fast and convenient way to access your salary statements at any time. With this feature, there is no longer a need to receive and store a printed checkstub when you utilize direct deposit because all payment records made through KHRIS and the subsequent salary statements are stored indefinitely for your secure and convenient use.

As a direct deposit user, please be sure to utilize this feature (instructions below) and turn off the printing of your checkstub (for instructions, see [Direct Deposit Information and Enrollment Instructions](#)).

ACCESS INSTRUCTIONS:

Available at <https://khris.ky.gov/irj/portal>. Log in using your Employee ID and Password.

- Once you log in, you will be on the Employee Self-Service Welcome page.
- From the Detailed Navigation section (the blue column on the left), click the arrow to the left of [Payment Information].
- Then select [Salary Statement]. On the right side of the screen, a new page will load with your current statement.

From here, you can click “Show Overview,” then select “All Available Sal Statements” from the drop-down menu to view and select any and all of your salary statements (only those payments created through KHRIS since March 2011).

The screenshot displays the KHRIS Employee Self-Service portal. The left sidebar contains a 'Detailed Navigation' menu with options like Welcome, Benefits Information, Payment Information (highlighted), Tax Withholding, W2 Reprint Request, Personal Information, Working Time, and Who's Who. The main content area shows a salary statement for an employee from the Commonwealth of Kentucky. The statement includes a table with columns for Check/PT Number, Gross, Taxes, Deductions, and Net. Below this, there are sections for Earnings (Compensated Hours, Block Comp Payout), Statutory Deductions (FED TX Withholding Tax, FED TX SS Social Security Tax, FED TX SS Medicare Tax, KY TX Withholding Tax, KY10 TX SS Occupation Tax), Voluntary Deductions (KERS SS Retirement, SCHOLAR), Employer Contributions (BNA Employer, Basic Life/AD&D Employer, KERS Retirement SS, FED TX SS Social Security Tax, FED TX SS Medicare Tax), and Leave Quotas (Annual, Sick, Compensatory). A notice at the bottom states: 'NOTICE: Beginning in 2012, remuneration statement and check dates for each June 1-15 pay period may differ due to the Budget Bill enacted by the General Assembly, which requires that each year, pay that would otherwise fall on June 30th shall not be released until the first business day of July, although payroll processing is completed according to the usual schedule. This will not affect employees in the County Clerk's and Sheriff's offices.'

Once you are viewing a specific salary statement, you can ‘right-click’ on the document and select print to get a paper copy if necessary.

If you have additional questions regarding your actual salary statement, please contact your HR Administrator.